



ANNOUNCEMENT FOR OPEN TESTING

Data Processing Manager II

Final Filing Date: **File in Person January 3, 2007**

Bulletin Release Date: December 15, 2006

Written Test Date: January 20 and/or 27, 2007

Spot exam for Sacramento and Richmond

LK21 -1384

7HAD102



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: Applications (STD. 678) must be filed in person between the hours of 8:00 AM and 5:00 PM on January 3, 2007, at one of the testing offices listed below. Applications are available at the testing offices listed below. Applications are also available at http://www.spb.ca.gov/employment/employment_app2.htm. **Applications (STD. 678) submitted by mail will not be accepted under any condition.**

Department of Health Services
Personnel Management Branch
1501 Capitol Ave, Suite 71.1501
Sacramento, CA 95814 (916) 552-8270

Department of Health Services
850 Marina Bay Parkway
Richmond, CA 94804

Employment Development Department
800 Capitol Mall, First Floor
Sacramento, CA 95814 (916) 657-3948

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: An open examination is also being administered for the class of Data Processing Manager I. If you meet the entrance requirements for this classification and wish to participate in **both examinations**, you may file for both on **one** application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application (STD. 678.)

FINAL FILING DATE: Applications (STD. 678) must be filed in person on **January 3, 2007**, at one of the file in person offices between 8:00 AM and 5:00 PM. Applications sent through U.S. Postal Service or received via interoffice mail will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires special testing accommodation, mark the appropriate box on the Application (STD. 678.) You will be contacted to make specific testing arrangements.

WRITTEN TEST DATE: January 20 and/or 27, 2007. Written tests will be scheduled in Sacramento only. It is the candidate's responsibility to contact the Department of Health Services three days prior to January 20, 2007 if he/she has not received his/her notice to appear.

SALARY RANGES: \$5657 - \$6875 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: This is the second level of management in a medium to large EDP organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related EDP functions or may (1) direct a large unit of analysts or programmers, or (2) direct a combination of EDP functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex EDP organization, or (4) direct the computer operations of a large to very large EDP organization serving multiple departments.

Positions exist with the Department of Health Services and the Employment Development Department in Sacramento and Richmond.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **January 20, 2007**, the official written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, and name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.

Or II

Five years of progressively responsible experience in EDP systems design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.) AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Note: Education is required of all competitors using experience under Pattern II.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

EXAMINATION INFORMATION: The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.

The testing departments reserve the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

WRITTEN TEST SCOPE:

1. Management/Leadership
2. Technical
3. Project Management
4. Written Communication

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Preference credits are not granted in promotional examinations.

VETERAN'S PREFERENCE CREDITS will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929

MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378

Sprint from voice telephone: 1-888-877-5379